



## Economic & International Development Department

### HISTORIC LANDMARK COMMISSION MEETING MINUTES

#### SECOND FLOOR, MAIN CONFERENCE ROOM

CITY 1 BUILDING, 300 N. CAMPBELL STREET

MARCH 23, 2015, 4:00 P.M.

#### Mayor

Oscar Leeser

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The El Paso Historic Landmark Commission held a public hearing in the Main Conference Room, Second Floor, City 1 Building, March 23, 2015, 4:00 p.m.

The following commissioners were present:

Chairman William Helm II

Vice-Chairman Edgar Lopez

Commissioner Beatriz Lucero

Commissioner Randy Brock

Commissioner Cesar Gomez

Commissioner John Moses

Commissioner George Cordova

The following City staff members were present:

Ms. Providencia Velázquez, Historic Preservation Officer, Economic Development

Ms. Kristen Karam, Assistant City Attorney, City Attorney's Office

#### CALL TO ORDER

Chairman Helm called the meeting to order at 4:10 p.m., quorum present.

#### CHANGES TO THE AGENDA

*None.*

#### INTRODUCTION

Ms. Velázquez introduced newly appointed Historic Landmark Commissioner, Mr. George Cordova. Mr. Cordova was appointed by City Council Representative Claudia Ordaz, District 6.

#### I. CALL TO THE PUBLIC – PUBLIC COMMENT

*None.*

**Economic & International Development Department****II. REGULAR AGENDA – DISCUSSION AND ACTION****Certificate of Appropriateness**

1. **PHAP15-00007:** Being Fr. 7 Alexander 9 & 10, City of El Paso, El Paso County, Texas
- Location: 1319 N. El Paso Street
- Historic District: Sunset Heights
- Property Owner: The Venice Group
- Representative: Carlos Silveyra
- Representative District: 8
- Existing Zoning: A-3/H (Apartment/Historic)
- Year Built: 1930
- Historic Status: Non-contributing
- Request: Certificate of Appropriateness for the removal and replacement of doors and windows and the installation of through-wall grilles after-the fact
- Application Filed: 2/9/15
- 45 Day Expiration: 3/26/15
- POSTPONED FROM 02.23.2015

Ms. Velázquez gave a presentation and noted commissioners postponed the request at the February 23, 2015 meeting to allow the property owner time to implement suggestions made by commissioners for new doors and windows. For reference, a synopsis of the commissioner's suggestions was available in the February 23, 2015 minutes. Ms. Velázquez noted the property owner completed the task as assigned by commissioners.

**DOORS**

Originally, the property owner replaced French doors (double doors) at the ground level with single doors. He has removed those doors and, per the suggestions of commissioners, submitted the following samples for approval: a single door which essentially looks like a French door or a single door with a sidelight.

Commissioner Gomez asked Ms. Velázquez which of the two door samples had the property owner selected.

Ms. Velázquez replied commissioners would select whichever door is the better fit.

Of the two door samples, Vice-Chairman Lopez noted, the first choice looked like the original doors. The property owner put two doors together. He asked if the height for the new doors would be the same as the original doors.

Mr. Carlos Silveyra, property owner, explained the new doors will be custom made and built to the same height as the previous, 5' x 7'. The difference between the previous doors and the proposed doors is the door handle was in the middle and will now be on the side.

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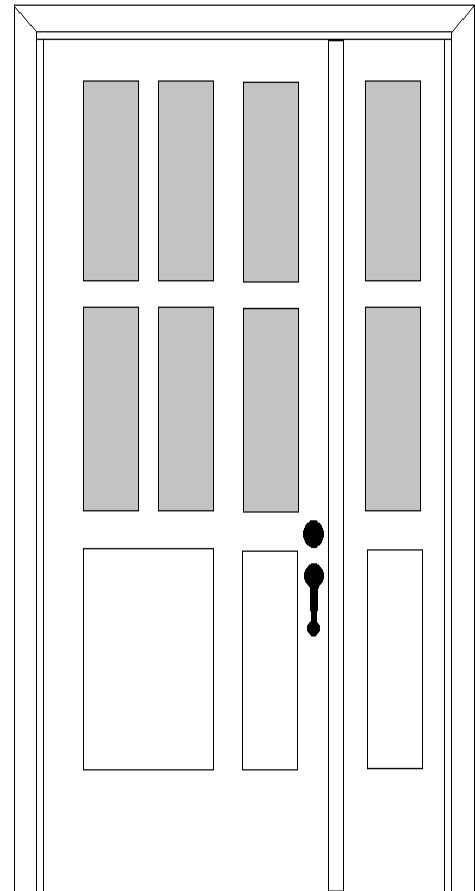
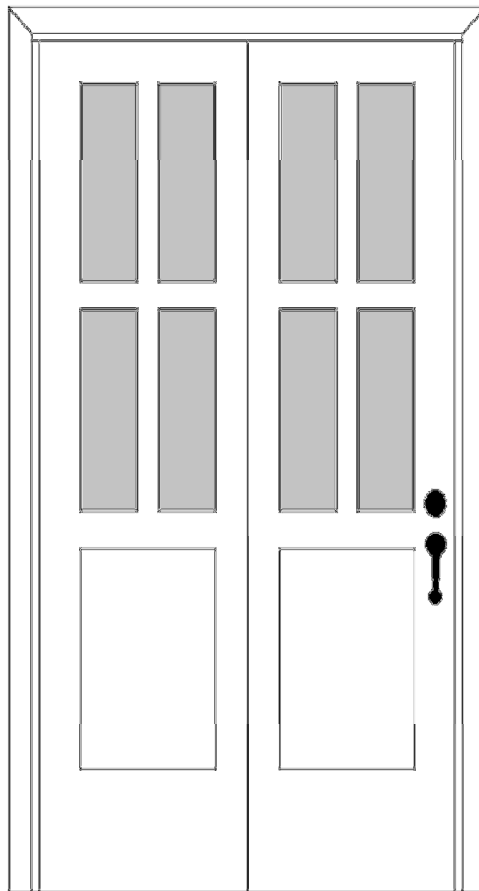
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Mr. Silveyra stated the opening for the single door was 95" x 59"; the other side door opening is four or five inches, in height and width, smaller.

Chairman Helm felt it would be beneficial for Mr. Silveyra to have a three-foot door with a sidelight.

Commissioner Moses asked Mr. Silveyra what the cost was for the windows.

Mr. Silveyra responded he did not have an estimate yet; however, each window will be custom made with a special frame and the doors would also be custom made.

Chairman Helm explained commissioners were willing to allow Mr. Silveyra to choose either door option provided the doorframe be filled entirely in width and height.



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(Mock up window)



(Mock up window)



(Original windows)



### WINDOWS

As for the windows, Ms. Velázquez explained the property owner installed a mock up window that is rather similar to the original.

Vice-Chairman Lopez asked Ms. Velázquez to show commissioners photos of the windows as they were originally.

Mr. Silveyra explained the new windows were solid wood, operable and as close to what commissioners wanted as possible.

Vice-Chairman Lopez stated the structure looks much better than when presented to commissioners previously.

Chairman Helm thanked Mr. Silveyra for following through on the commissioner's suggestions. He stated he was not opposed to either of the two door samples.

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**MOTION:**

*Motion made by Vice-Chairman Lopez, seconded by Commissioner Moses AND UNANIMOUSLY CARRIED TO APPROVE THE CHANGES MADE ON THE WINDOWS, AS PRESENTED, INCLUDING THE DOORS WHICH WILL FILL OUT ALL THE EXISTING OPENINGS (THE WIDTH AND THE HEIGHT) WITH A REGULAR DOOR WITH A SIDE LIGHT.*

2. **PHAP15-00008:** Being 99 Government Hill 14 and 15, City of El Paso, El Paso County, Texas
- Location: 117 Pennsylvania Place
- Historic District: Austin Terrace
- Property Owner: J. Todd Southern
- Representative: J. Todd Southern
- Representative District: 2
- Existing Zoning: R-4/H (Residential/Historic)
- Year Built: 1922
- Historic Status: Contributing
- Request: Certificate of Appropriateness for the removal of the existing barrel tile metal convex roof and replacement with a metal concave roof
- Application Filed: 3/16/15
- 45 Day Expiration: 4/30/15

Ms. Velázquez gave a presentation and noted the applicant is requesting a Certificate of Appropriateness for the removal of the existing barrel tile metal convex roof and replacement with a metal concave roof. The structure, in many ways, is a classic bungalow style except for the roof. The roof is metal in the shape of Spanish barrel tile; however, due to age and deterioration, is beyond repair. The property owner is requesting approval to install a new roof.

Ms. Velázquez distributed a sample of roof tile for commissioners' review and explained the property owner would like to install a metal concave roof. The material for the proposed tile is slightly different; however, the shape is very different. Ms. Velázquez researched "Best Buy Metals" online to see what options were available (see next page).



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(property owner proposal)

**Metro Tile™-II**

**Timeless Mediterranean**  
Style with today's advanced materials

Metro Tile™ II is a unique stone-effect roof tile designed for its strength and durability. Each panel is precision-cut with the perfect interlocking system that ensures low profile, no leaks and maximum longevity.

The advanced coating technology and interlocking system design of the Metro Tile™ II panels ensures a long life and maximum durability for your home.

Metro Tile™ II delivers proven heavy duty wind and weather performance. And our attractive color palette lets you choose just the right look for your home.

**Best Buy Metals**  
Toll free (800) 728-4050  
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Fax (432) 728-3066  
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Chandler, TX 77511  
[www.BestBuyMetals.com](http://www.BestBuyMetals.com)

**BEST BUY METALS**  
Your Roof. Our Love.



(staff proposal)

**SERVICE SOLUTIONS SUCCESS**

**More Roman Tile**  
More Roman Tile has a graceful beauty that captures the spirit and strength of the Roman Empire. With a hint of rust, created by an advanced stone granule coating, More Roman offers the best protection available for your home.

More Roman Tile ensures the timeless look of real Mediterranean tile without the excessive weight. At only 1.2 lbs. sq. ft. it's one of the lightest roofing tiles on the market today. And with a hint of rust, created by an advanced stone granule coating, offers the best protection for your home. Its patented design allows for a secure fit to any architectural style. Roman Tile allows you to observe the look that's right for your home and a roof's end, looks as new and is virtually maintenance free. The bonding of Stone on Steel creates a tough barrier against the elements, offering long-life performance that ensures the perfect protection for your home — More Roman Tile.

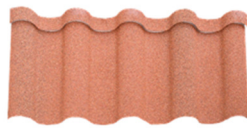



(staff proposal)

**SERVICE SOLUTIONS SUCCESS**

**Desire Villa Tile**  
Desire Villa Tile offers Old World Italian tile beauty with the superior performance of steel and stone. Durable and lightweight, Villa Tile is available in maintenance free. First color variations creates that perfect look for your roof. Features a hidden fastener interlocking system.

Desire Villa Tile is an all hidden fastener system, ensuring interlocking hidden fasteners look like a genuine granite and long-lasting. As the original stone coated metal roofing system, Desire Villa Tile is one step further with a new look of an Villa Tile is lightweight, you offer the best look of a clay tile.

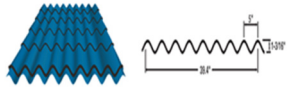



(staff proposal)

**SERVICE SOLUTIONS SUCCESS**

**Salto Spanish Metal Clay Tile**  
Salto is a metal roofing system designed to simulate the double yet elegant look of Spanish clay roofing tiles. Finished with 26 gauge steel and then coated with multiple layers of protection: Galvalume®, primer, and then Kynar 500 based on coated paint system.

Salto is a metal roofing system designed to simulate the double yet elegant look of clay Spanish roofing tiles. Shaped from a tough 26 gauge steel product, Salto has many benefits. Salto comes in full length panels run to the eave. These panels are formed per specification from 2 to 24" long, saving time and money when installing. The Salto shaped metal tile is extremely strong, meeting some of the most stringent codes in the country. Salto is Stone-Clay Coated. Florida approved to UL Class A Impact Resistance. All over Salto Energy Star® rated when a full luxury and energy savings, reflecting as much as 43% of the sun's rays.







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After inspecting the roofs of structures up and down the block, Ms. Velázquez concluded the proposed tile selected by the property owner was not appropriate. The roofs of the structures up and down the block were barrel tile roofs (photos of neighboring roofs were shown).

*The Historic Preservation Office recommends **DENIAL** of the proposed scope of work based on the following:*

*The Design Guidelines for El Paso's Historic Districts, Sites, and Properties recommend the following:*

- *The distinctive features of each roof type should be retained as they are character –defining elements.*
- *If a roof requires repair, the replacement materials must match the original or existing materials as closely as possible.*
- *Do not change the style or construction of the roof. For example, construction a gable or hip roof on top of an existing historic flat roof would be inappropriate.*

*The Secretary of the Interior's Standards for Rehabilitation recommend the following:*

- *The removal of distinctive materials or alterations of features, spaces, and spatial relationships that characterize a property will be avoided.*
- *Changes to a property that have acquired historic significance in their own right will be retained and preserved.*
- *Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.*
- *Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.*

Chairman Helm asked if the property owner or representative was present.

Mr. Todd Southern, property owner, stated he purchased the home in 1978. Mr. Southern provided commissioners a sample of the existing barrel tile roof and distributed notebooks containing backup information regarding the existing and proposed roof. Mr. Southern went page by page through the notebooks explaining the need for a new roof.

### **BACKGROUND – ORIGINAL ROOF**

This is a Chinese motif roof. The fixtures on the end of the every ridgeline are Imperial Ridge Line Cap Statues or Decoration. This is the original roof installed at the time the home was constructed in 1922; the roof is over 90 years old. In between the barrel tiles is a small four-inch platform to stand on. Per the photos of neighboring roofs, Mr. Southern pointed out the number of asphalt shingle roofs.



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### STAFF OPTIONS – METRO ROMAN AND DECRA VILLA TILE

Vice-Chairman Lopez noted the Metro Roman and Decra Villa tiles looked more like the original barrel tile than the proposed Mediterranean Style tile.

Mr. Southern disagreed. He noted the Mediterranean Style tile would not crush easily, as opposed to the existing barrel tile.

Vice-Chairman Lopez stated the color was fine; however, his concern was the profile of the proposed tile. The proposed tile profile does not match the existing, at all.

Chairman Helm stated the Decra Villa tile is the one most similar to the existing barrel tile. Furthermore, the Decra Villa has more platform (flat portion of the tile) to step on.

Vice-Chairman Lopez agreed.

Chairman Helm explained the Metro Roman is supposed to mimic the concave and a convex over the top of each other. He reiterated that the Decra Villa tile has the exact profile, flat – convex, flat – convex, as the existing barrel tile.

Mr. Southern explained he is looking for tile that can be walked on to service the rest of the house.

Vice-Chairman Lopez explained the only portion of the roof that should be walkable is the path to the air conditioner.

Mr. Southern responded he has two chimneys he has to tend to and he has to get on the roof to paint and fix the front part of the home. There are only three one-story houses in the entire historic district that are fully tiled, the rest are either asphalt shingle or asphalt rolled roofing. Only four houses on Pennsylvania Circle are tile roofed. Red clay tile is 24 tons of weight on the roof and very expensive. Mr. Southern felt the Metro Roman and Decra Villa tile would not look as good as the Mediterranean Style tile he proposed. He asked commissioners if they would grant him an exception and allow him to put the Mediterranean Style tile on his roof.

Commissioner Moses asked Mr. Southern what his objection was to the Decra Villa tile.

Mr. Southern explained that tile has a high rise to it that he did not want anymore; additionally, if you step on the tile it crushes and I lose my balance.

Vice-Chairman Lopez asked Mr. Southern what the gauge was for the Mediterranean Style tile. According to the manufacturer, the tiles are supposed to be walkable.

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Mr. Southern explained “walkable” means stepping on the platform, not on the tile, but people are not going to do that. He noted the Mediterranean Style tile is very strong.

Chairman Helm stated the gauge for the Mediterranean Style tile was 26.

### FINIALS

Vice-Chairman Lopez asked Mr. Southern if he would was proposing something to replace the existing finials.

Mr. Southern responded no. These finials are made of steel, have rusted and are not in very good condition.

Vice-Chairman Lopez explained finials can be mounted on any roof material.

Mr. Southern asked commissioners if they would grant him an exception and allow him to put the Mediterranean Style tile on his roof. If commissioners want the finials on the end, he would fix them up and put them back up on the roof.

Per number 6 and 8 photos, Vice-Chairman Lopez noticed the finials were in somewhat good condition. He recommended Mr. Southern rescue those finials as they add character and value to the home.

Mr. Southern replied he would do as requested by the commissioner.

### COST OF NEW ROOF

Mr. Southern stated this project will cost him more than he paid for when he purchased his home. He asked commissioners if he would be forced to pay \$35,000 to have a metal roof installed on his home or will he be granted permission to install a regular asphalt shingle roof. He asked commissioners to collaborate with him, as a homeowner, because he was willing to pay \$35,000 for a roof. Currently his roof is leaking in four places.

### ACCESS TO CHIMNEYS AND AIR CONDITIONER

Even with a new roof, Commissioner Cordova noted, the chimneys and air conditioner require service twice a year. Per Vice-Chairman Lopez, Commissioner Cordova asked if Mr. Southern would agree to asphalt tile in places where he must walk on the roof to service the chimneys and air conditioner.

Per number 1 photo, Mr. Southern explained, for continual maintenance and upkeep, he must have access to the secondary area, attic and backside of the air conditioner. Mr. Southern explained having the strip of asphalt shingles would not look appealing.



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Chairman Helm asked if the air conditioner was visible from the street.

Mr. Southern stated *the air conditioner is visible from the street.*

### ADMINISTRATIVE APPROVAL – DECRA VILLA TILE

Chairman Helm thanked Mr. Southern for presenting his request to commissioners, for supporting the creation of the Austin Terrace Historic District, for diligently trying to maintain the original roof, and for adhering, as much as possible, to the historic district guidelines. Had Mr. Southern chose the Decra Villa tile he would not have had to appear before commissioners, Ms. Velázquez could have authorized this request via Administrative Approval.

### APPEAL TO INSTALL MEDITERRANEAN STYLE TILE

Chairman Helm thanked Mr. Southern for proposing the Mediterranean Style tile. The tile offers a look similar to the existing over an asphalt shingle.

Mr. Southern asked Chairman Helm if commissioners would approve the tile he proposed or the type of roofing everyone else has in the neighborhood.

Chairman Helm explained Mr. Southern would have to submit two separate applications. Chairman Helm explained Ms. Velázquez has the authority to approve certain applications via administrative approval.

Mr. Southern asked if he was correct when he stated commissioners could force property owners to install metal roofs. Because he left this roof on for so long, it looks like he will be forced to put a metal roof on or continue with the existing roof. Mr. Southern appealed to commissioners to allow him to install the \$35,000 Mediterranean Style tile. Additionally, he would have the contractor refurbish and reinstall the finials.

### DISCUSSION AMONGST COMMISSIONERS

Commissioner Moses understood the concerns were walkability, in terms of the selection of material, and the difference in cost.

Chairman Helm asked Mr. Southern if he had researched the cost of materials between the differing tile styles.

Mr. Southern replied no.



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Commissioner Moses clarified the concern was whether or not the manufacturer information regarding walkability, walking on the side of the dome or on top of the dome, was correct.

Vice-Chairman Lopez agreed. According to the advertising information this tile is walkable, either platform or dome side. According to the gauge, this Mediterranean Style tile is very thick and strong.

Mr. Southern added you cannot walk on the others, walking on the dome side will crush the tile.

Chairman Helm asked Mr. Southern if he received samples of the other tiles.

Mr. Southern replied yes he did and he stepped on the dome side and it crushed. Unfortunately, he did not bring those samples with him. The manufacturer's representative provided him the materials list; the contractor gave him the estimate. The roof will be torn off down to the deck, re-decking was not discussed. For the metal roofs, there will be a synthetic underlayment on top of the tarpaper.

Personally, Chairman Helm found the Mediterranean Style tile an acceptable substitution for the original. He felt the tile would maintain the historic look, although it was not completely consistent with the original. He felt the property owner had made a good faith effort to maintain the aesthetic for the neighborhood using as similar a material as possible while achieving the maintenance requirements necessary. This is certainly a better solution than requesting approval for an asphalt shingle roof.

Vice-Chairman Lopez agreed with Chairman Helm; however, he would have preferred a metal roof, with a certain profile, that looked like the original. He suggested Mr. Southern keep the finials, mostly likely the finials will need painting, to match the new roof, and some maintenance done.

### **MOTION:**

***Motion made by Chairman Helm, seconded by Commissioner Gomez AND UNANIMOUSLY CARRIED TO APPROVE THE REQUEST FOR THE SUBSTITUTION FOR THIS TILE WITH THE AGREEMENT THAT THE FINIAL ORNAMENTATION WILL BE SALVAGED AND REUSED WITH THE NEW ROOF.***

After the vote, Mrs. Southern thanked commissioners for working with them to enhance the rules. Furthermore, she thanked commissioners for their progressive minds.

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3. **PHAP15-00009:** Being 51 Ysleta Tr. 14-A, City of El Paso, El Paso County, Texas
- Location: 9735 Socorro Road
- Historic District: Mission Trail
- Property Owner: Consuelo Luna
- Representative: Raymond Alvarado
- Representative District: 6
- Existing Zoning: R-F/H (Ranch-Farm/Historic)
- Year Built: c. 1960
- Historic Status: Contributing
- Request: Certificate of Appropriateness for the rehabilitation of the property after a fire to include partial demolition, construction of a carport, installation of windows, doors, paving, driveway, and sidewalk
- Application Filed: 3/9/15
- 45 Day Expiration: 4/23/15

Prior to the discussion, Ms. Velázquez noted neither the property owner nor the representative was present although she had notified the representative the item would be heard today. Ms. Velázquez asked commissioners if they would like to defer the item to the end of the agenda in the hopes the property owner or representative would arrive.

Chairman Helm requested the item be deferred to the end of the agenda.

Commissioner Moses noted Ms. Velázquez had recommended the request be approved with a modification. He asked her if the modification was significant.

Ms. Velázquez replied yes, the modification was significant.

Following the approval of the February 23, 2015 meeting minutes, neither the property owner nor the representative had arrived.

**MOTION;**

*Motion made by Chairman Helm, seconded by Commissioner Moses AND UNANIMOUSLY CARRIED TO POSTPONE THE CERTIFICATE OF APPROPRIATENESS FOR PHAP15-00009 TO THE NEXT HISTORIC LANDMARK COMMISSION MEETING.*



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4. Addresses of property HLC commissioners have requested that HLC staff review or investigate and provide a report to the HLC. If no addresses are submitted in advance and listed under this agenda item, commissioners may announce such addresses under this agenda item. Discussion on property announced at this meeting will take place during the next regularly scheduled meeting. March 23, 2015 deadline for HLC members to request for agenda items to be scheduled for the April 6, 2015 meeting. April 6, 2015 deadline for HLC members to request for agenda items to be schedule for the April 20, 2015 meeting.

Commissioner Gomez stated he had submitted an address, via email, to Ms. Velázquez for staff review or investigation.

Ms. Velázquez explained the property owners are responding and will be coming to her office to resolve the issues administratively. Additionally, she emailed the property owner the guidelines and the property owner agreed to put the original doors back on.

Chairman Helm commented on the recent news concerning the Artisan Hotel's 380 agreement with the City requiring they abide by Title 20.20; however, the remodeling project was not brought before commissioners for approval. Chairman Helm noted this is a mid-century property, possibly the new Downtown Historic District boundaries will encompass the structure.

Ms. Velázquez replied the Artisan Hotel is not designated as a historic property. The hotel is, literally, outside the historic district boundary.

### HLC Staff Report

5. Update on Administrative Review Cases since the last HLC meeting for the properties listed on the attachment posted with this agenda. (See Attachment "A")

Commissioner Moses asked Ms. Velázquez if the trenchless sewer pipe was regarding the ten bathroom house. Someone raised an issue about the house having ten bathrooms installed.

**PHHR15-00017-3101 Federal Avenue, Trinity Trust (owner)** – Contributing Property – A request was made to replace the trenchless sewer pipe in alley.

Ms. Velázquez responded yes. She explained the property is very large and the property owner was granted permits to do interior work including ten bathrooms and replacing several toilets. The neighbors contacted staff thinking the house would become an assisted living facility. An inspector was sent to investigate inside the property. The inspector determined the work corresponded with the granted permits. Furthermore, the property owners found out about what the neighbors were saying and sent out letters stating they had six children, were hoping for more, and wanted to foster additional children, as well.

Economic & International Development

City 3 | 801 Texas Avenue | El Paso, Texas 79901 | (915) 212-0094

[ED@elpasotexas.gov](mailto:ED@elpasotexas.gov)

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## Economic & International Development Department

### Mayor

Oscar Leeser

### City Council

#### District 1

Ann Morgan Lilly

#### District 2

Larry Romero

#### District 3

Emma Acosta

#### District 4

Carl L. Robinson

#### District 5

Dr. Michiel R. Noe

#### District 6

Claudia Ordaz

#### District 7

Lily Limón

#### District 8

Cortney C. Niland

### City Manager

Tommy Gonzalez

#### **MOTION:**

*Motion made by Commissioner Moses, seconded by Commissioner Gomez AND UNANIMOUSLY CARRIED TO APPROVE THE HLC STAFF REPORT.*

#### **Other Business – Discussion and Action**

6. Discussion on Downtown survey and map (per 11.24.2014 meeting discussion) including discussion of Certified Local Government (CLG) grant.

#### **CONTRACT**

Ms. Velázquez explained she contacted the Texas Historical Commission and declined to apply further for the Preservation Trust Fund. She did that because we were awarded \$56,000.00 when we applied for a \$50,000.00 Certified Local Government grant. In the meantime, Ms. Velázquez is waiting to receive the Certified Local Government grant contract from the Texas Historical Commission because the contract will specify the conditions to be met and we will have until September 2016 to complete the survey and possible National Register nomination. Ms. Velázquez sent an email to the Texas Historical Commission explaining she had not received information on the CLG Grant contract. If she has not received the contract soon, she will follow up with another email.

#### **QUOTES**

Ms. Velázquez explained she received two quotes, from a Dallas firm and Austin firm, and the quotes were radically different. She has not accepted a third quote based on the discrepancy amount between the two quotes because the discrepancy was so significant. Because she has not yet received the contract, she has not selected a firm.

Chairman Helm asked if there was a third, qualified firm.

Ms. Velázquez replied yes, this firm is located in Austin. The firm has asked to be notified when Ms. Velázquez is in receipt of the contract and what the terms of that contract entail.

Chairman Helm asked how large the spread was between the two quotes.

Ms. Velázquez responded more than double; one bid came in at less than \$50,000.00.

Chairman Helm surmised the first thing to do is to get the contract. The second thing will be to write a formal scope and have everybody submit bids. He asked if the city would put this out as a formal bid process.



## Economic & International Development Department

**Mayor**  
Oscar Leeser

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**City Manager**  
Tommy Gonzalez

Ms. Velázquez did not think it would be put out as a formal bid because it's not that easy to find a local cultural resource management (CRM) firm in Texas; the closest was Austin then Dallas.

Commissioner Gomez asked if the contract team required Ms. Velázquez to select the lowest bidder.

Ms. Velázquez was unsure since she has not seen the contract yet but she hoped that was not the case. She hoped she could have some discretion in choosing the firm that would do the best job. The low bid was \$50,000.00; the high was just under \$120,000.00.

Chairman Helm commented on Ms. Velázquez writing a qualification statement or request proposals based on a certain minimum level of qualifications for final quote submission.

Ms. Velázquez suspected the low quote was a firm not familiar with the area. The high quote firm sent an individual here to review the project area, photograph, and determine the level of assessment. This level of professionalism is commendable.

Chairman Helm requested staff leave the item on the next agenda for review.

### 7. Approval of Regular Meeting Minutes for February 23, 2015

Chairman Helm asked commissioners if they had any additions/corrections/revisions for staff.

*No comments/questions from commissioners.*

#### **MOTION:**

*Motion made by Chairman Helm, seconded by Commissioner Lucero AND UNANIMOUSLY CARRIED TO APPROVE THE REGULAR MEETING MINUTES FOR FEBRUARY 23, 2015*

#### **MOTION:**

*Motion made by Commissioner Lucero, seconded by Commissioner Gomez AND UNANIMOUSLY CARRIED TO ADJOURN THE MEETING AT 5:19 P.M.*